

WebCollege Specialist
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=247783>

Downloaded On: Nov. 21, 2024 11:17am

Posted Oct. 29, 2024, set to expire Jul. 11, 2025

Job Title	WebCollege Specialist
Department	
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Oct. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Information Technology
Apply Online Here	https://apptrkr.com/5760341

Apply By Email

Job Description

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WebCollege Specialist

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

Join Our Team as a WebCollege Specialist at TMCC!

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Are you passionate about technology and education? Do you thrive in a collaborative environment where your tech skills and leadership talents can make a real impact? Truckee Meadows Community College (TMCC) located in vibrant Reno, Nevada, is seeking a dynamic and motivated WebCollege Specialist to join our innovative Web College team!

Why You'll Love Working With Us:

We are seeking a talented professional to lead the administration and project management of our E2E Achieve and Watermark Course Evaluations & Survey software platforms. In this role, you will collaborate closely with a variety of campus partners to implement and support these two platforms. Your attention to detail and ability to communicate maturely and professionally in a culturally diverse environment will be key to fostering strong relationships and promoting a collaborative spirit.

As a vital member of our team, you'll contribute to the training and support for faculty and students in Canvas, fostering their success in the digital classroom. As a part of our collaborative team, you'll provide essential support to help meet our departmental needs and drive our eLearning initiatives forward. We invite you to bring your strong organizational skills, excellent communication abilities, and collaborative spirit to our innovative team. Join us in making a positive impact in online education while delivering exceptional support to faculty, staff, and students. We look forward to welcoming you aboard!

Your Key Responsibilities:

- Lead the administration and project management for E2E Achieve and Watermark Course Evaluations & Survey software platforms.
- Collaborate with the WebCollege team to assess the effectiveness of the above software tools and share results with departmental and institutional leadership
- Support the integration of new technologies and enhance online learning tools.
- Contribute to basic Canvas training and support for faculty and students, empowering them to succeed in the digital classroom.
- Be the go-to support for the WebCollege offering top-notch customer service and office assistance.
- Assist in the creation and maintenance of departmental standard operating procedures.
- Support your team in various administrative tasks to keep everything running smoothly.
- Other duties as assigned.

What You'll Bring:

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1. A bachelor's degree from an accredited institution.
2. At least one (1) year of experience in a related role
3. Tech-savvy, with proficiency in Microsoft Office & Google Suites and a keen interest in learning and managing new software systems and digital tools.
4. Strong organizational skills with great attention to detail and a passion for keeping everything on track.
5. An excellent communicator with strong interpersonal and customer service skills
6. Ability to communicate effectively with technical and non-technical audiences in a culturally diverse setting
7. Comfort collaborating and interacting with faculty and staff at a variety of levels of responsibility and leadership
8. A collaborative, team-oriented attitude with the ability to work independently when needed

Preferred Skills and Experience:

1. A bachelor's degree and three (3) years of experience in a related role
2. Experience working with Workday, PeopleSoft, or similar software.
3. Familiarity with Canvas or other Learning Management Systems (LMS).
4. Experience providing technical and non-technical support to faculty, staff, and students
5. Experience managing projects of varying complexity

Work Schedule:

Monday through Friday, 8:00 am to 5:00 pm (with some flexibility for occasional evenings and/or Saturdays based on organizational needs).

Salary and Benefits Information:

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Salary: \$53,104 - \$66,380 initial salary placement will be dependent on education level and years of experience.

Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

Additional Information

Sponsorship

TMCC is not able to support sponsorship for employment. Candidates must be eligible to work in the United States at the time they begin employment.

Apply today to be a part of a forward-thinking college that values innovation, teamwork, and excellence in supporting online learning. Your leadership and tech expertise can make a real difference at TMCC!

Exempt

Yes

Full-Time Equivalent

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Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact humanresources@tmcc.edu.

In order to be given full consideration all of the following must be attached to your application.

1) Resume/CV

2) Cover Letter

3) Contact Information for three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Posting Close Date

11/28/2024

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

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As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/WebCollege-Specialist_R0145038-2

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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